

**ACQUISITION MANAGEMENT  
HARPERS FERRY CENTER  
ADMINISTRATIVE GUIDELINE NUMBER 7  
SMARTPAY PROGRAM  
JUNE 2006**

**I. BACKGROUND**

The Harpers Ferry Center (HFC) SmartPay Program is established in accordance with the GSA SmartPay contract dated November 30, 1998, the National Park Service (NPS) SmartPay Program Guidelines dated August 19, 1999, and the U.S. Department of the Interior (DOI) Integrated Charge Card Program Guide dated May 2000, updated March 12, 2002 and revised April 12, 2004.

These guidelines can be accessed at:

- ◆ GSA SmartPay, <http://smartpay.den.nps.gov/start/guidelines/>
- ◆ National Park Service (NPS) SmartPay Program Guidelines, <http://wcp.den.nps.gov/policy-program/chargecard/chargecardprogramguide.doc>
- ◆ U.S. Department of the Interior (DOI) Integrated Charge Card Program Guide, <http://www.hfc.nps.gov/hfc-insite/acquisition.htm>

The Agency/Organization Program Coordinators (A/OPC) and the Approving/Reviewing Officials responsible for the HFC SmartPay Program are listed in Attachment A.

**II. PURPOSE**

The purpose of this Administrative Guideline is to supplement the DOI and NPS guidelines. The DOI Integrated Charge Card Program Guide and the NPS SmartPay Program Guidelines contain the official policies and procedures for the use of the government purchase and travel card. This Administrative Guideline contains the policies and procedures that pertain specifically to HFC.

**III. IMPLEMENTATION AND TRAINING**

Once a need has been established, the Approving/Reviewing Official, which is normally your supervisor, must request that an individual be granted a purchase and/or travel card. The single purchase limit is \$2,500, and the monthly limit is \$50,000. The travel limit is \$15,500 per month. To receive a purchase and/or travel card, you must take the DOI Integrated Charge Card Program training at <http://training.nbc.gov/chargecard>. After you have taken the required training, you should complete and sign the application form dated October 1, 2003, located at <https://www.gov-eagls.bankofamerica.com/EAGLS/portal.do>, select Program Forms, and click on Applications. Use the form specified for DOI, and select DOI Integrated Account. Your Approving/Reviewing Official must approve, sign the application and send it to the appropriate A/OPC. The A/OPC will request the card from Bank of America.

A delegation of authority form must be completed before the A/OPC will process the request for a purchase and/or travel card. This form is required to verify that the cardholder has the appropriate level of authority required to maintain a purchase and/or travel card. The form is located at <http://www.hfc.nps.gov/hfc-insite/pdf/acquisition/delegate-of-authority-form.pdf>.

Upon completion of the training and approval of the application by Bank of America, a memorandum for Delegation of Authority for Purchase Card Use will be issued by the A/OPC. This memorandum officially delegates authority to use the charge card. It is important that this memorandum be retained in your charge card file for audit purposes. Unless modified, the memorandum carries over from year to year and should always be maintained with your current charge card file.

#### IV. **CARDHOLDER RESPONSIBILITIES**

In addition to complying with all guidelines, the cardholder is responsible to:

- ◆ Keep and maintain an up-to-date log in the AFS 3 program, and reconcile the monthly statement within five working days of receipt, refer to Attachment B for instructions.
- ◆ Ensure that records are properly maintained, and all records are retained for three years, plus the current year.
- ◆ Ensure that the proper process for disputed transactions is followed.
- ◆ Obtain the signature of the Approving/Reviewing Official within five working days after receipt.
- ◆ Submit a copy of the monthly statement to the Office of Programs and Budget within 15 working days after receipt.
- ◆ Ensure the security of the charge card.

In addition, the cardholder must document the statement with the following information:

- ◆ Account number;
- ◆ Budget object class code, refer to Attachment C for the most commonly used codes;
- ◆ Description of the item(s) purchased;
- ◆ Travel authorization number (if any). An approved travel authorization is required to charge any travel expenses to the card.

All purchase and travel cards are charged to the cost account established for the card and default to the budget object class code 261A.

#### V. **APPROVING/REVIEWING OFFICIAL RESPONSIBILITIES**

The Approving/Reviewing Official is responsible to:

- ◆ Authorize and approve cardholder application requests.
- ◆ Ensure that cardholder is trained in proper use of the charge card.
- ◆ Ensure that the cardholder complies with mandatory card use requirements.
- ◆ Ensure that the cardholder safeguards their card, account number, statements and receipts.

- ◆ Review and certify statement and associated back-up documentation each month.
- ◆ Records are properly maintained and retained for three years, plus the current year.
- ◆ Comply with statement reconciliation timeframes and procedures.
- ◆ Charge transactions against appropriate funds.
- ◆ Execute and follow the proper process for disputed transactions.
- ◆ Understand and implement appropriate procedures when delinquency or misuse is found.
- ◆ Notify the appropriate A/OPC when an employee transfers or leaves.

## VI. **TRAVEL**

NPS employees traveling on official business will have their trip categorized as either Temporary Duty Travel (TDY), or Permanent Change of Station Travel (PCS). Authorized and prohibited types of charges follow:

### A. Temporary Duty Travel (TDY)

| <b>Authorized Charges with Travel Authorization</b> | <b>Prohibited Charges</b>                                    |
|---|--|
| Gasoline for rental car                             | Gasoline for POV and GOV                                     |
| Lodging   | No reservations for another person other than the cardholder |
| Meals   |  |
| Air, Bus, Train, etc...                             |  |
| Travel Advances                                     |  |
| Taxis, Shuttle Bus, etc...                          |  |
| Rental Cars   |  |

### B. Permanent Change of Station Travel (PCS)

| <b>Authorized Charges with Travel Authorization</b> | <b>Prohibited Charges</b>   |
|---|-----------------------------|
| House hunting trip expenses                         | Temporary Subsistence Costs |
| Expenses incurred en route to the new duty station  |                             |

## VII. **SHIPPING AND RECEIVING PROCEDURES**

Shipping costs which exceed \$250 **are not permitted** on the charge card. If shipping costs exceed \$250, a Transportation Service Order (TSO) is required and should be coordinated with the Office of Facilities, Service and Property (FSP).

Most charge card orders are to be shipped directly to the person who orders the item(s). However, for inbound shipments that exceed small package carrier limits, the Charles Town Warehouse can still be used. The address for the Charles Town Warehouse is National Park Service, 401 West Washington Street, Charles Town, West Virginia 25414. The cardholder should notify the Office of FSP by email of the incoming shipment. The cardholder must make sure that the packing slip contains the following information: Name of the cardholder, address, telephone number, and the term "Payment by Charge Card." This information will allow the FSP Receiving Officer to properly deliver the item(s) and/or contact the cardholder if a problem arises with an item(s).

## VIII. SOURCES FOR SUPPLIES

The purchase of supplies with your charge card is not permitted if the product is available through the HFC Warehouse Central Supply Store. Refer to Attachment D for a list of items provided.

If the HFC Warehouse Central Supply Store does not stock or the supply items you need, then the mandatory purchase requirements must be followed. They are listed below in priority order:

- ◆ Products available through the Javits-Wagner-O'Day (JWOD) Program which is located at <http://www.jwod.gov>.

The *Committee for Purchase from People who are Blind or Severely Disabled* is the JWOD Programs Federal overseer, through two central nonprofit agencies:

- National Industries for the Blind (NIB) which can be located at [www.nib.org](http://www.nib.org) and
  - National Institute for the Severly Handicapped (NISH) which can be located at [www.nish.org](http://www.nish.org).
- ◆ Wholesale supply sources, such as stock programs of the GSA and the Defense Logistics Agency.
- ◆ GSA Advantage which is located at <http://www.gsaadvantage.gov>.
- ◆ DOD EMALL which is located at <https://emall6.prod.dodonline.net/main/>.
- ◆ Federal Supply Schedules which is located at <http://fss.gsa.gov/schedules>.
- ◆ Commercial sources

Use of these sources is required unless an exception exists. The charge card file must clearly document the exception. A less expensive price is **NOT** an exception. For example, if you find the item through a commercial source which costs less than a JWOD equivalent, you **must** still obtain the item through the sources listed above in priority order. In the case of JWOD purchases, this program is designed to employ individuals who are blind or severely handicapped.

**IX. NON-EXPENDABLE PERSONAL PROPERTY**

Non-expendable personal property is classified as property that retains its identity throughout its useful life, which is normally anticipated to be one year or longer and is reusable for the same function. All cardholders are authorized to purchase non-expendable personal property up to \$2,500 with the exception of sensitive property items and equipment from the AV Depot. Refer to Attachment C for a list of sensitive property items. A listing of equipment which can be obtained through the AV Depot can be obtained by contacting the AV Depot. The AV Depot purchases all depot equipment and the Office of Acquisition Management purchases all sensitive property.

The mandatory purchase requirements listed above for Item VIII must be followed with the exclusion of the JWOD Program which does not offer these items.

**X. PURCHASE OF BOOKS AND VIDEOS**

All cardholders are authorized to purchase books and videos; however, the cardholder must check for the item with the HFC Library prior to making the purchase. It is the responsibility of the cardholder to ensure that the book or video is accessioned and catalogued into the HFC Library within 30 calendar days of purchase and the accession number must be documented on the charge card statement. The exception to this policy is computer books and manuals or other training material and technical construction reference materials (i.e., building codes and life/safety codes).

**XI. PURCHASE OF COMPUTER SOFTWARE, SHAREWARE AND CD ROMS**

Software, shareware or CD ROMS with an acquisition cost of less than \$2,500 may be purchased by the cardholder; however, before the purchase is made, approval from the HFC Associate Manager of Information Technology must be obtained via e-mail. The information required for approval is: Name of software, shareware or CD-ROM, price, manufacturer, vendor, user, property number of the machine it will be installed on and justification for purchase. The Office of Information Technology approval, along with receipts and/or invoices and packing slips, will be required for audit purposes and must be kept as part of your charge card file documentation.

Each office is responsible for establishing procedures for ensuring compliance with all terms of the licensing and registration of the purchased software, shareware or CD ROMS. Proof of license for the purchased software must be kept on file within the office and copies must be provided to the Office of Information Technology on receipt of the purchase. License documentation must include receipt and/or invoice, license agreement (terms of license), license certificate and license serial number.

XII. **PURCHASES AT AUCTION**

Certain Staff Curators for the Planning and Research Group are authorized by separate delegation to make purchases at auctions or sales for items required by approved furnishing or exhibit plans. Items purchased from these plans must be picked up at the time the purchase is made. It is the responsibility of the cardholder to ensure that the item(s) purchased is accessioned into the Registrar's Office immediately after the buying trip and the accession number(s) must be documented on the charge card statement.

XIII. **REGISTRATION FEES FOR CONFERENCES AND TRAINING CLASSES**

The HFC Training Officer is the **only** authorized cardholder who may register and pay for conferences or training classes.

XIV. **PROHIBITED USES OF THE CARD**

The following items are added to the list of prohibited purchases found in the DOI Integrated Charge Card Guide, Page 38, Paragraph 3.6 Prohibited Uses:

- A. Supplies that are purchased in quantities and stocked at the Charles Town Warehouse, except in emergency and field situations. Refer to Attachment D for the list of items available from the Charles Town Warehouse. **If supplies are purchased in an emergency or field situation, documentation must be contained in the charge card file.** If an emergency or field situation occurs, contact the Office of Acquisition Management for the purchase of sensitive property. **DO NOT BUY IT WITH YOUR CHARGE CARD!**
- B. AV Depot equipment.
- C. Subscriptions and memberships, except for staff in the HFC Library.
- D. Registration fees for conferences and training classes, except for the HFC Training Officer.

Attachments